



STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
Division of Vocational-Technical Education
4th FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TN 37243-0383

PHIL BREDESEN
GOVERNOR

LANA C. SEIVERS, Ed.D.
COMMISSIONER

MEMORANDUM

DATE: March 21, 2006

TO: Vocational Directors

FROM: Ralph Barnett, Assistant Commissioner

RE: Interim Guidelines for New Technology Engineering
Education and Contextual Academics Teachers

Many school systems have encountered difficulty in filling Technology Engineering Education and/or Contextual Academics (formerly Applied Academics) teaching positions if a trained teacher vacates a position during the school year. In response to this difficulty, the Division of Vocational-Technical Education has developed interim guidelines that should help alleviate the problem. These guidelines are attached, and they pertain to the following courses:

• Foundations of Technology	• Innovations and Inventions
• Technical Math (Math for Technology I)	• Technical Algebra (Math for Technology II)
• Principles of Technology I	• Principles of Technology II
• Biology for Technology	• Communication for Life
• Nutrition Science	• Agriscience
• Technical Geometry	• Technological Systems
• Engineering Processes	• Problems and Solutions in Technology

All instructors are still required to successfully complete 40 hours of training during the summer months prior to teaching these courses. If an instructor is hired after the summer training is completed, he or she will be required to fulfill the attached guidelines, and you may submit the request for them to do so on the attached forms. The other form included is a verification form to be submitted after the required activities are completed. This option does not substitute for the required training and is only good for the current school year. Additionally, this option cannot be repeated with a different teacher the next school year.

We hope that this will assist your local education agency in better serving your students. If you have questions about the interim guidelines, please contact the appropriate program consultant or Will Lewis, Director of Curriculum & Instructional Improvement, 615-532-2800.

RB:WH

Enclosure

c: Will Lewis
Dr. Tom D'Apolito
Gracie Lewis
Steve Gass
Barbara Smith
Regional Consultants

TECHNOLOGY ENGINEERING EDUCATION AND CONTEXTUAL ACADEMICS INTERIM GUIDELINES

All instructors are required to successfully complete 40 hours of training during the summer months prior to teaching Technology Engineering Education (TEE) and/or Contextual Academics courses. If an instructor is hired after the summer training is completed, the instructors will be required to do the following until the next summer training is offered:

- The Vocational Director will submit a request to the State Consultant for TEE and/or Contextual Academics (**Please complete section 1 and 2**): school name, instructor's name, endorsement area, social security number, teaching number, school address, school phone number, home address, home phone number and courses to be taught to the appropriate State Consultant. The Vocational Director and instructor will be contacted and the name/ contact information of the mentor in that region will be given them.
- The instructor is required to attend sixteen (16) hours of training with their mentor within the first thirty days (beyond the regular school day). The mentor will be required to verify, in writing, to the appropriate consultants, that the requirements have been met for the new teacher.

OBSERVATION FORM - SECTION 4

- The instructor is required to spend one day of observation each semester with other teachers. One visit is to be conducted during the first thirty days of teaching. The visit shall be related to the course they are teaching.
- In Technology Engineering Education, the new instructor is required to attend the Safety/OSHA Training in the fall, during the statewide Professional Development workshop identified by the Tennessee Department of Education.
- In Technology Engineering Education, the safety standards and regulations must be covered successfully by the mentor and they must pass the TOSHA/OSHA test prior to entering the laboratory.
- You will not be assigned to the training table until the 16 hours of assigned mentoring has been successfully completed and documented.
- Instructors have until June 30th to complete observation of teachers (**section 3**).

Note: This option does not substitute for the required forty hours of training and is only good for the current school year. This training cannot be repeated with another teacher the next year. All expenses for the teacher and mentor are the responsibility of the local school system.

REQUEST FOR APPROVAL TO UTILIZE INTERIM GUIDELINES
Section 1

Date: _____ Requested for School Year: 20__ -20__

Check course(s) for which request is being made:

<input type="checkbox"/> Foundations of Technology	<input type="checkbox"/> Innovations and Inventions
<input type="checkbox"/> Technical Math (formerly MT I)	<input type="checkbox"/> Technical Algebra (formerly MT II)
<input type="checkbox"/> Principles of Technology I	<input type="checkbox"/> Principles of Technology II
<input type="checkbox"/> Biology for Technology	<input type="checkbox"/> English IV, Communication for Life (Applied)
<input type="checkbox"/> Nutrition Science	<input type="checkbox"/> Agriscience
<input type="checkbox"/> Technical Geometry	<input type="checkbox"/> Technological Systems
<input type="checkbox"/> Engineering Processes	<input type="checkbox"/> Problems and Solutions in Technology

School Information

School System: _____

School Name: _____

Street Address: _____

City: _____, TN Zip: _____

School Phone: _____ School Fax: _____

Instructor Information

Instructor's Name _____

Endorsement Area(s) and Code(s): _____

Social Security Number: _____ Teacher Number _____

Home Street Address: _____

City: _____ State ____ Zip _____

Home Phone: _____ E-mail Address: _____

Name of Person Submitting this form: _____

Title: _____ Phone: _____

Mail or fax this form to the appropriate program consultant:

Dr. Tom D'Apolito (Technology), Gracie Lewis (Contextual Academics), Steve Gass (FFA), Barbara Smith (Nutrition)
Address: Division of Vocational- Technical Education, 4th Floor, Andrew Johnson Tower, 710 James Robertson Pkwy
Nashville, Tennessee 37243-0383/Fax Number 615-532-8226.

Verification of Completion of Interim Guidelines Requirements (Section 2)

This form is to be completed as the teacher utilizing the interim guidelines completes the required training and activities. Within five days of completing these activities, the form should be forwarded to the Tennessee Department of Education, Division of Vocational-Technical Education as instructed below.

Instructor's Name: _____

Endorsement Area(s) and Code(s): _____

Social Security Number: _____ Teacher Number _____

School: _____ School System: _____

School Phone: _____ School Fax: _____

Home Phone: _____ E-mail: _____

Sixteen Hours of Training with Mentor (Section 3)

(To be completed within the first 30 days of instruction)

Hire Date: _____ Starting date: _____

Name of mentor and assigned school: _____

Work Sessions (There is no set number of sessions as long as the 16 hrs. requirement is met.)	Date	Times/# hours	Comments and Signature of Mentor
#1			
#2			
#3			
#4			

Observation of Other Teachers (Section 4)

(One full school day each semester minimum)

Semester	Date	Teacher Visited	School	Comments and Signature of Teacher Visited
Fall				
Spring				

Safety Training (Section 5)

(Technology Engineering Teachers Only)

Event	Date	Site	Comments and Signature of Trainer
Safety/OSHA Training			
Pre-Laboratory Safety Training by			

Mentor			
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